



Focus on Fleet

From the State Fleet Manager

Has this ever happened to you?

Someone cuts you off in traffic, and you roll down your window and a) shout words your mother would not want to hear you say; or b) make hand gestures I can't describe in print (suffice it to say your mother wouldn't want to see those, either); or c) brandish a firearm. Your mother really wouldn't want to see that last one — especially if, like many Southern mothers, she also taught you how to shoot.

You just need to stop and ask yourself: is all this really necessary? Is getting cut off in traffic really

enough to make you lose your dignity and your calm and go off into a screaming fit? Well, I can tell you, nobody's mama wants to see that — especially not yours.

So, with that in mind, there's a story in this issue that we can all relate to, especially those of us who drive State-owned vehicles as part of our work. Take a close look at the article on the Take-the-Pledge campaign. This campaign originated with the SC Department of Transportation as a means to persuade drivers to behave. As you will see, our roads are some of the most dangerous in the en-

tire country, and safety can begin with us.

Also in this issue, you'll see a few short articles with more road safety tips, as well as a story about the changes in team structure. We thank the DOT and our own OGS safety team for providing this material. All of us can benefit from the safety stories; driving is, after all, much more dangerous than flying. And many of us drive a State vehicle every day as part of our duties. So whatever happens...

...y'all be safe out there!

CVRP Telephone Changes

The procedure for obtaining a purchase order number for service and repair of State vehicles has been to call a local number if the customer is located in the Columbia area, and to call 800-277-3686 from outside the Columbia area. State Fleet Management now asks that clients **call only the toll-free 800 number.**

We are making this change because of the increased traffic on the local lines. CVRP personnel are required to answer the 800 lines first. If a call comes in on a local number, the call is usually transferred to the receptionist and then back to a CVRP person who is free to accept a call. The recent

expansion of the number of CVRP client agencies has led us to make this change to maximize the efficiency of our system.

If you are calling the CVRP for a purchase order number, and have been calling a local Columbia number, please **call 1-800-277-3686**. Calling the 800 number will provide you with quicker and more efficient service. SFM currently has five technicians to handle your needs, and calls are answered on a first come, first served basis.

Thank you for your cooperation and continued support of the CVRP.

—Bob Amburgey

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Special points of interest:

- SFM Teams Reorganized
- Take the Pledge, Wear the Pin
- Safety begins with you
- Mileage Logs required by law
- Maintenance, Safety Awards

Safety Begins with You

Motor vehicle crashes affect 4 out of 10 employees annually. AAA and Nationwide Insurance companies added up time missed from work to account for 60,000 hours lost productivity due to crashes just over the last year! South Carolina's crash statistics are dismal. Our traffic death toll in 1999 was the highest in a decade, the third highest ever recorded, and 60% higher than the national average making South Carolina's roads some of the most deadly in the nation (now you know why we have such high insurance costs). To stop this deadly trend, it is crucial that we work together to make South Carolina's highways safer. **It starts with YOU!**

Inattention can be deadly

Driver inattention and fatigue are the major factors in up to 90% of all crashes. At 55 mph, a vehicle will travel 300 feet in 3.7 seconds — plenty of time for a serious crash to occur. In a crash, the best protection adults have is a safety belt; for children it's a child safety seat properly installed in the back seat, on every trip — **NO exceptions**. Airbags help save lives, too, but they are designed to work with seat belts; that's why they're called a Supplemental Restraint System.

Give 'em Room

Car drivers are the cause of about 80% of crashes involving large trucks.

Why? Car drivers don't respect trucks! We know trucks and buses are larger than our cars but we forget that large vehicles are less maneuverable, take longer to stop, and have large blind spots. Trucks need about 3 times more stopping distance than a car at 55 miles per hour. Trucks must swing wide when making turns, but the back end of the trailer cuts off the turn. Truck drivers can't see cars immediately to their front, directly beside them or behind them. Passenger vehicles should avoid these "No Zones" or travel through them as quickly and safely as possible. When

passing a truck, be sure not to cut back too quickly. Truckers leave extra space between their trucks and the vehicle to their front because it takes them longer to stop. If you cut in, then they may not have enough room to stop before hitting you.

DUI: It's Not Just the Beer

Everyone knows by now that it's a bad idea to drink alcohol and drive a motor vehicle. Nevertheless, there were **15,935 alcohol related driver fatalities** in 1997.

However, one does not hear as much about the 160 million prescriptions and another 100 million over-the-counter medications sold in 1997 that may have caused drowsiness and impaired driving. In 1998, over 1.4 million arrests were made for driving under the influence.

Read and heed the warnings on prescription and other medication labels. Inform your supervisor if you are taking drugs that will affect your work-related

driving so you can be temporarily assigned other duties. And when we celebrate away from work we know alcohol is often involved. Please ensure you be a friend to those who drink. Provide them a ride or get them a cab. The costs are too high for a DWI/DUI conviction, attorneys' fees and other costs, increased insurance costs, and, most important, the risk of vehicle crashes, injury and loss of life. If you see someone riding the line, swerving, driving at night without lights — **give 'em room!**

NOTE: Call *HP on your cellular phone to report a suspected drunk driver.

Everyone on the road — professionals and commuters alike — should remember to take the safe route to work: buckle up, share the road safely with trucks, keep your cool, don't drive impaired, and pay attention!

If you have any questions about conducting a Safe Driving campaign for your team or about driver training, call **Ron Tvorik** at (803) 737-1602.

Be sure to visit our newly updated website at
<http://www.ogs.state.sc.us/statefleet/OGS-SF-index.phtm> !

Mileage Logs Required by Law

As it is written in South Carolina Law, §11-11-270 (c):

Only the Governor and statewide elective state officials shall be provided an automobile solely on the basis of their office. All other individuals permanently assigned with automobiles shall log all trips on a log form approved by the Board, specifying beginning and ending mileage and job function performed [except] vehicles whose gross vehicle weight is greater than ten thousand pounds nor for vehicles assigned to full-time line law enforcement officers. Agency directors and commissioners permanently assigned state vehicles may utilize exceptions on a report denoting only official and commuting mileage in lieu of the aforementioned trip logs.

Monthly Mileage Logs should be filled in completely with the License Tag Number on the vehicle. The date should show both Month and Year completed, and should be the month of the current billing cycle. The billing cycle begins on the 26th of each month and ends on the 25th of the following month. For example, a log showing from 9-26-00 to 10-25-00 reflects the October billing cycle. Monthly Exceptions Reports should be filled out in the same manner.

Mileage Logs and Exceptions Reports should be sent to State Fleet Management attached to your Mileage Report. If a log is missing or incomplete, we will send a letter to the Agency Transportation Coordinator to request these logs. If you have any further questions regarding completion of the Monthly Mileage Logs or Monthly Exceptions Reports, please contact **Peggy Kirkland** at (803) 737-1516 for assistance.

Fleet Teams Reorganized

In September, State Fleet Management saw significant changes in the structure of our Total Quality Management (TQM) Teams. The Maintenance Team and the Program Support Team will remain largely the same. However, the **Compliance and Analysis Team** and the **Operations Team** have changed substantially.

The Compliance and Analysis Team, led by **Jeff McCormack**, will now assume responsibility for all Operations Team regulatory functions. This includes compliance with Alternative Fuel Vehicle regulations. Compliance and Analysis will also handle the Statewide Fuel Card program and the Purchasing and Disposal of state vehicles, as well as the South Carolina Equipment Management Information System (SCEMIS). The members of the Compliance and Analysis Team are shown below.

Bob Bonner will continue to direct long term lease fleet Operations. His new contact telephone number is (803) 822-

5463. The Operations Team, led by **Jimmy Lever**, will now oversee the business of the State Fleet Motor Pool.

Compliance and Analysis Team

Team Leader Jeff McCormack
 Fuel Card Coordinator Robert Malpass
 Fleet Safety Officer Ron Tvorik
 Supply Manager Linda Watts
 Supply Specialists Melissia Stark, Johnette Griffin
 SCEMIS Program Manager Jonathan Eason

Operations Team

Team Leader Jimmy Lever
 Motor Pool Supervisor..... Pat Goodwin
 Dispatcher..... Peggy Kirkland
 Vehicle Inspector..... Coming soon

Fleet Safety Awards

In the years since the Budget and Control Board first approved the South Carolina Fleet Safety Program, the State vehicle fleet has experienced a steady decline in the number and frequency of accidents. We believe this decline is directly related to the statewide implementation of the Fleet Safety Program.

Consider these examples:

- In FY2000, the State Fleet traveled 177,492,000 miles.
- The State Fleet Accident Frequency Rate was 6.35 (per million miles traveled).
- State employees earned some 2,747 Safe Driving Awards.
- 1,743 State employees successfully completed the Defensive Driving Course or the Driver Improvement Program.
- Many employees received special pins as a reward for accident-free driving; the most remarkable: one person has driven a State vehicle for **45 years** without a single accident!



In addition to the personal safe driving awards, State Fleet Management also gives out safety awards to agencies based on their safety performance. We present these awards within agency-size categories to those agencies that have the lowest Accident Frequency Rate (AFR) and that best administer the provisions of the State Fleet Safety Program.

The awards were presented at the South Carolina Governmental Fleet Managers' Association conference in Myrtle Beach, SC on 24 October. Here are the winners for FY 2000, along with the names of those who accepted the awards:

Size Category	Agency	FY2000 AFR
Large	SC Forestry Commission	1.15
	William O. Boykin, Deputy State Forester	
	Charlie Jones, Equipment Section Chief	
Medium	Public Service Commission	0.00
	John Teeter, Enforcement Inspector	
	Vernon Gainey, Chief of Gas Pipeline Safety	
Small	South Carolina State Library	0.00
	James B. Johnson, Jr. (by letter)	
Most Improved	DHEC	N/A
	Larry Maddox, Asst. Director, Bureau of Business Mgmt.	
	Jan Smoak, Director, Div. Of Support Services	

We congratulate these State agencies on their outstanding accomplishments and wish everyone success and safe driving in the coming year.

State Fleet Management Takes the Pledge



State Fleet Management personnel Take the Pledge and receive their pins, 12 September 2000. Philip Brooks of the South Carolina Department of Transportation, right, administers the Pledge.

In an Associated Press story from 22 August, the **American Automobile Association (AAA)** reports that weak seat belt laws and higher speed limits make South Carolina roads among the deadliest in the nation. In fact, since traffic fatalities rose by six percent in 1999 to 1,094, the likelihood of dying in a traffic accident in South Carolina is now **three times the national average**. This is not the sort of distinction to which South Carolinians should aspire!

Fortunately, the South Carolina Department of Transportation has not sat idly by, waiting for something to happen. In addition to the *Highways or Dieways* campaign, the Department has also instituted a program called *Take the Pledge, Wear the Pin*. On Tuesday, 12 September 2000, the employees of State Fleet Management gathered to take the aforementioned Pledge:

I pledge to drive safely, courteously and defensively at all times, and to wear my Highways or Dieways lapel pin one or more days per week as a symbol of my personal commitment to safer roads in South Carolina.

Employees who take the Pledge receive a **handsome lapel pin** sporting the DOT's *Highways or Dieways* logo. Employees are to wear this pin at least one day a week as a sign of their com-

mitment. The pledge was administered by **Philip Brooks**, Fleet Safety Manager for the Department of Transportation. This ceremony was reminiscent of the one held outside DOT headquarters on 13 July in which hundreds of DOT employees took the Pledge and received their pins. DOT also held *Take the Pledge, Wear the Pin* ceremonies at hospitals around the State during July 2000.

SCDOT is urging not only its own employees but also all South Carolina motorists to take the Pledge. Those who complete a pledge form, available in local newspapers and on the SCDOT web pages at <http://www.dot.state.sc.us/getting/hod.html>, can get their *Highways or Dieways* pins through the mail.

We would like to extend our thanks to **Rob Thompson**, also of the DOT, for sharing the photograph shown above. He photographed the event for us, and a related story about this event will also appear in *The Connector*, the official newsletter of the DOT.

—Ron Tvorik contributed to this report.

Maintenance Awards

On 24 October, 2000, at the South Carolina Governmental Fleet Managers' Association (SCGFMA) conference, nine State maintenance facilities received **Outstanding Maintenance Facility Awards**. The Maintenance Facility Certification Program requires an annual review of state-owned maintenance facilities to assure compliance with the program. Six areas are reviewed during the Certification review: Purchasing of supplies and parts; an effective inventory control system; a uniform work order and record-keeping system; preventive maintenance program; cost-effective facility operations; and shop safety.

To qualify for the award, maintenance facilities received an on-site review with **no deficiencies noted**. Furthermore, in these facilities, the personnel had gone

above and beyond the call of duty to ensure a professional working environment.

The following agencies received awards:

- Clemson University, Main Facility (Eighth Award)
- Clemson University, Simpson Experiment Station
- SC Educational Television (Second Award)
- Forestry Commission – Walterboro
- Department of Mental Health, Crafts Farrow (Third Award)
- OGS State Fleet Management (Second Award)
- SCDOT, Cherokee County
- SCDOT, Dorchester County
- SCDOT, Greenwood County (Third Award)

Alternative Fuel Vehicle News

By now, your agency should have received a letter from State Fleet Management containing information about the Alternative Fueled Vehicle (AFV) purchase requirements for model year 2001.

The letter mentioned that the Energy Policy Act of 1992 (EPAct 92) raises the purchase requirement to 75% of "affected" new vehicle purchases for this model year. Under EPAct92, the AFV purchase requirements will remain at this level henceforth.

The State Materials Management Office has solicited separate bids for each class of light duty vehicle to help increase the number of AFVs available under state contract. Included in the letter is an estimate of how many AFVs your agency should plan to purchase this year. This is only an estimate based upon purchases your agency has made over the past three years. However, if your agency dramatically increases the number of affected vehicle purchases, you should plan to make at least 75% of those purchases AFVs. As a reminder, affected vehicles are those vehicles which meet the following requirements:

- Light Duty Motor Vehicles (LDMV < 8,500 GVWR)
- Not law enforcement or emergency vehicles
- Centrally fueled or capable of being centrally fueled
- Operates within the operating range of the LDMV 75% of the time

An insert included in this edition of *Focus on Fleet* brings to your attention problems associated with the production of the Ford Taurus sedan. I encourage you to submit your orders for this type vehicle as early as possible so that we can place them at the front of the production cycle.

Your support is necessary in meeting these federal mandates and keeping South Carolina in compliance with Federal Law.

Maintenance Facility Certification Review Schedule

DOT Horry	2 November, 10:00 AM
DOT Jasper	7 November, 10:00 AM
Aeronautics	8 November, 9:00 AM
DDSN Pee Dee	5 December, 10:00 AM
DOT Barnwell	7 December, 10:00 AM
DOT McCormick	12 December, 10:00 AM
DOT Union	9 January 2001, 10:00 AM
DOT Richland	10 January, 9:30 AM
DDSN Whitten Center	17 January, 10:00 AM
DOT Edgefield	18 January, 10:00 AM
SC School for the Deaf and Blind	23 January, 10:00 AM
State Law Enforcement Division (SLED)	25 January, 9:00 AM
DOT Beaufort	30 January, 10:00 AM
DOT Kershaw	1 February, 9:30 AM
Francis Marion University	6 February, 9:30 AM
Clemson Sandhill Research and Education Center	7 February, 9:00 AM
DOT Lee	8 February, 9:30 AM
DOT Colleton	13 February, 10:00 AM
DOT Chesterfield	15 February, 10:00 AM
P.B. Harris Psychiatric Hospital	22 February, 10:00 AM
DOT Calhoun	28 February, 9:30 AM
DOT Dillon	1 March, 10:00 AM
DOT Holly Hill	6 March, 10:00 AM
DOT Georgetown	8 March, 10:00 AM
Fire Academy	13 March, 9:30 AM
DDSN Midlands Center	14 March, 9:00 AM
DOT Hampton	27 March, 10:00 AM
DOT Lancaster	29 March, 9:30 AM
DOT Lexington	3 April, 9:30 AM
DOT Aiken	5 April, 10:00 AM
Clemson Agricultural and Biological Engineering	18 April, 9:30 AM
DOT Pickens	18 April, 12:30 PM
DOT Sumter	24 April, 10:00 AM
Wildlife	26 April, 10:00 AM

Odds and Ends

Oil Filter Disposal Contract Awarded

The Contract for Statewide used oil filter Collection and Disposal, contract period October 1, 1999 through September 30, 2000, has been renegotiated. The new contract is posted on the Materials Management Office (MMO) website at <http://www.state.sc.us/mmo/contract/contract.htm>. The new contract is effective October 1, 2000.

When Should I Call the CVRP?

Many of you have asked what is the best time to call the CVRP. This is hard to say: we receive the fewest calls on Tuesday and the most on Monday. Over half our calls come in the morning, with about 80 percent of these coming between 8:30 and 10:30 AM. The calls seem to be split more evenly in the afternoon from 3:00 to 4:00 PM. Calls drop between 4:00 and 5:00, but we lose two technicians who leave at 4:30. We have a Team Meeting every third Friday from 3:00 to 4:00 PM.

So, when is the best time to call? Any time you need assistance. If you are calling for a routine, scheduled service, it would be best to call between two and four to get a Purchase Order number for the next day. This way you will have the PO and can take the vehicle to the vendor at your convenience that day or the next.

—Bill Page

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SC Budget and Control Board
Office of General Services
State Fleet Management
1022 Senate Street
Columbia, SC 29201

